No. 1116   **24 October 2008**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Diplomacy, Protocol and Foreign Affairs Asist

registered by Organising Field 08 – Law, Military Science and Security, publishes the following Qualification and Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and *no later than 17 October 2008.* All correspondence should be marked **Standards Setting – SGB for Diplomacy, Protocol and Foreign Affairs Assist** and addressed to

> The Director: Standards Setting and Development
> SAQA
> *Attention: Mr. E. Brown*
> Postnet Suite 248
> Private Bag X06
> Waterkloof
> 0145
> or faxed to 012 – 431-5144
> e-mail: ebrown@saqa.org.za

D. MPHUTHING
ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:
National Certificate: Mission Administration

SAQA QUAL ID	*QUALIFICATION TITLE*		
64330	National Certificate: Mission Administration		
ORIGINATOR		*PROVIDER*	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
QUALIFICATION TYPE	*FIELD*	*SUBFIELD*	
National Certificate	8 - Law, Military Science and Security	Sovereignty of the State	
ABET BAND	*MINIMUM CREDITS*	*NQF LEVEL*	*QUAL CLASS*
Undefined	154	Level 6	Regular-Unit Stds Based

This qualification replaces:

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status
48762	Advanced Certificate: Mission Administration	Level 6	121	Will occur as soon as 64330 is registered

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

This qualification is intended for Corporate Service Managers at missions abroad. The qualification is intended to provide qualifying learners with skills that will enable them to be competent administrators in diplomatic missions.

Qualifying learners will be able to:

> Provide corporate and financial management of a mission.
> Manage mission assets, ICT systems and security.
> Manage mission staff.
> Manage mission administration.
> Manage consular services.
> Analyse the department's business and strategic objectives.

Rationale:

The qualification is needed to ensure a high standard of service delivery at missions. Administration is essential to the effective functioning of a country's missions. Whilst South African diplomats represent the government in various host countries, their work is dependent on the existence of a competent support staff that ensures the smooth functioning of the missions. This qualification will help learners develop the skills that will enable them to provide corporate management services thus ensuring that the particular mission is well organised and resourced to carry out its representative function in a host country. The qualification however goes beyond merely equipping learners with managerial skills; it provides learners with in depth understanding of South Africa's domestic and foreign policies and the purpose and nature of foreign missions, enabling them to project a positive image of South Africa.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED IN PLACE
Persons wishing to pursue this qualification are assumed to have:

> Sufficient knowledge of English to enable them to cope with the studies.
> General knowledge of current affairs.
> Knowledge of the South African situation.
> Fair knowledge of other countries.

Recognition of Prior Learning:

This qualification may be obtained through the recognition of relevant prior learning and/or experience. For the purpose of accrediting prior learning, providers are required to develop structured means for the assessment of individual candidates on a case-by-case basis. Such procedures and the assessment of individual candidates must be subject to moderation.

QUALIFICATION RULES
Fundamental:
> Learners must achieve all 13 credits in the Fundamental category.

Core:
> Learners must achieve all 137 credits in the Core category.

Elective:
> Learners must achieve at least 4 credits from the unit standards identified in the Elective category.

EXIT LEVEL OUTCOMES
1. Provide corporate and financial management of a mission.

2. Manage mission assets, Information Communication Technology (ICT) systems and security.

3. Manage mission staff.

4. Manage mission administration.

5. Manage consular services.

6. Analyse the department's business and strategic objectives.

Critical Cross-Field Outcomes:

This qualification addresses the following critical cross-field outcomes. The way in which the critical cross-field outcomes are addressed is presented in detail in the unit standards.

> Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made, particularly in relation to the challenges faced in managing a mission and promoting a positive image of South Africa abroad.
> Working effectively with others as a member of a team, group, organisation, or community in the course of mission management and duties associated with representing South Africa abroad.
> Organising and managing oneself and one's activities responsibly and effectively so as to ensure mission administration is always accurate, complete and up to date.

> Collecting, analysing, organising and critically evaluating information that will serve the purposes of achieving mission objectives.
> Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion with mission staff and people in the host country.
> Using science and technology effectively and critically, showing responsibility towards the environment and health of others.
> Demonstrating an understanding of the world as a set of related systems by recognizing that problem-solving contexts do not exist in isolation, particularly in relation to the interplay between SA Foreign Policy and international relations.

ASSOCIATED ASSESSMENT CRITERIA

Associated Assessment Criteria for Exit Level Outcome 1:

1.1 Mission is managed in accordance with PFMA principles and government financial budgeting cycles.
1.2 Management oversight ensures the proper establishment of accounting systems and internal control mechanisms.
1.3 Analysis of the income and expenditure statement is carried out to ensure control over mission revenue and budget.
1.4 Analysis of the budget provides a clear picture of the forecasted and actual financial status of the mission.
1.5 Financial decisions promote mission objectives and are in line with corporate governance principles.
1.6 Corporate direction is provided to the mission in keeping with departmental objectives.

Associated Assessment Criteria for Exit Level Outcome 2:

2.1 Management ensures the safety and security of assets, facilities, communication systems and personnel at a mission.
2.2 Control is exercised over state owned properties, rented properties and movable assets in line with departmental requirements.
2.3 Control is administered over lease agreements in line with departmental requirements.
2.4 Supply chain management tasks are executed and controlled as per Treasury requirements.
2.5 Housing of personnel is managed according to departmental requirements.
2.6 Management ensures appropriate use and ongoing maintenance of the mission's information communication technology.

Associated Assessment Criteria for Exit Level Outcome 3:

3.1 Management efforts are successful in building relations between group members and other role players.
3.2 Management efforts are successful in maintaining discipline and promoting team coherence, a positive image and a good working relationship among mission staff.
3.3 Team performance in a mission is evaluated against agreed performance standards, and performance discrepancies are addressed through coaching, mentoring and other forms of performance management strategies.
3.4 Staff development needs and opportunities are identified and staff development strategies are focused on the identified needs.
3.5 The staff is managed in line with labour relations policies within a mission context.

Associated Assessment Criteria for Exit Level Outcome 4:

4.1 Service standards of the mission are maintained as per departmental requirements.
4.2 Mission documentation is ensured to be available, complete, accurate and up to date.
4.3 The receiving and dispatching of diplomatic bags are managed in terms of the Vienna Conventions on Diplomatic and Consular Relations.

4.4 Administrative support is provided effectively for South African events abroad.

Associated Assessment Criteria for Exit Level Outcome 5:

5.1 Distinctions are made between the role and function of the Department of Foreign Affairs and the Department of Home Affairs.
5.2 Explanations are provided regarding the International Conventions and Treaties on Consular relations and optional protocols.
5.3 The delivery of consular services to South Africa citizens abroad meets required service standards as set by the department.
5.4 Supervision of the administration of Immigration and Civic Services ensures their smooth functioning at all times.
5.5 Explanations are provided regarding the purpose and scope of consular assistance that can be provided to South Africans detainees and prisoners.

Associated Assessment Criteria for Exit Level Outcome 6:

6.1 Diplomatic protocols and etiquette are applied as per international conventions.
6.2 Explanations are provided of how the historical, political, social and economic realities of South Africa impact on domestic and foreign policy.
6.3 An analysis is provided of the historical significance of the achievement of democracy in South Africa.
6.4 An analysis is provided of SA's key foreign and domestic policies.

Integrated Assessment:

Ongoing formative assessment is required so that learners are given feedback on their progress in the achievement of specific learning outcomes. Summative assessment is concerned with the judgment of the learning in relation to the exit-level outcomes of the qualification, which assess the learners' ability to integrate a large body of knowledge, skills and attitudes, as defined at outcome level via the associated unit standards. Integrated assessments must be designed to achieve the following:

> An integration of the achievement of exit-level outcomes in a way which demonstrates a deep approach to learning and shows that the purpose of the qualification as a whole has been achieved.
> Judgment of learner performance which can provide evidence of applied competence or capability.
> An emphasis on criterion-referenced assessment which is more transparent to the learners and which is capable of being applied to the recognition of prior learning.

Wherever possible, the outcomes should be assessed within the context of fieldwork as a direct application of the theories and principles related to managing a mission.

INTERNATIONAL COMPARABILITY
The following countries were selected for comparison due to their renowned excellence in the field of mission administration, as well as the wide variety of contexts and profiles offered through this particular selection:

> Cuba.
> USA.
> Canada.
> Singapore.

In addition, a scan of SADC countries was also carried out to compare practices.

Cuba: Diplomatic Academy:

Training is provided on:

> Current issues, e.g. Economics, EU.
> Themes by regions.
> Theory of management and strategic management.
> Generic principles of a strategic plan.
> How to manage an Embassy.
> Communication techniques.
> ICT.

A Course for Administration Attaches focuses on the following modules:

> Private Law.
> Consular.
> Protocol.
> Foreign Language (French is mandatory).
> Accounting.
> Language skills.

USA:

Programs include training for the professional development of Foreign Service administrative, consular, economic/commercial, political, and public diplomacy officers; for specialists in the fields of information management, office management, security, and medical practitioners and nurses; for Foreign Service Nationals who work at U.S. posts around the world; and for Civil Service employees of the State Department and other agencies. Ranging in length from a half-day to 2 years, courses are designed to promote successful performance in each professional assignment, to ease the adjustment to other countries and cultures, and to enhance the leadership and management capabilities of the U.S. foreign affairs community.

Canada:

Training focuses on:

> Resource Management: The Resource Management training unit offers a number of programs and developmental courses designed to provide employees with the necessary knowledge, competencies and skills to meet the requirements of their roles and responsibilities at Headquarters and at missions abroad.
> Management Consular Officers: Management Consular Officers (MCOs) provide both corporate and consular services. As head of corporate services within diplomatic missions overseas, MCOs support all Government of Canada operations in that territory. The eight-month entry-level Management Consular Development Program (MCDP) is a competency-based curriculum of over 30 specialized courses designed to provide MCOs with the necessary knowledge, competencies and skills in the areas of personnel, property and material, security, financial management, and IT management. As part of the curriculum, a three-week Introductory Session is offered to all new MCOs and Foreign Service (FS) officers. The session consists of in-class modules, simulations, presentations and activities facilitated by departmental experts and/or external instructors on issues such as Canadian Foreign Policy, oral communication, protocol and etiquette, and the Foreign Service environment. Another key component of the learning program is the five-week temporary assignment abroad, where learning is applied in a mission environment. The program offers MCOs a Cross-Canada Study Tour with their FS officer colleagues, refresher courses, and mid-career learning events that assist them in meeting the demands of their diversified roles at Headquarters and at missions.

Singapore:

Training focuses on:

Consular:

> Advising and assisting Singaporeans who are in distress overseas, such as the loss of travel documents, arrest and detention, illness or death.
> Managing and processing the consular issues raised by foreign governments concerning their nationals in Singapore.

Corporate Services:

> Providing administrative support in the areas of procurement, co-ordinating travel and relocation arrangements, and estate management.
> Reviewing workflow systems and procedures, and promoting and co-ordinating quality management programmes.

Finance:

> Providing financial support, including budget and resource management, financial monitoring and controlling, and internal audit.

Human Resources:

> Attracting, retaining and developing of talents.
> Formulating, reviewing and implementing a spectrum of human resource functions ranging from recruitment and selection, performance evaluation and management, training and development, and remuneration and benefits to exit.

Protocol:

> Planning and executing programmes of incoming and outgoing visits of local and foreign dignitaries, and international meetings and conferences.
> Handling the diplomatic privileges and immunities accorded to the foreign diplomatic missions in Singapore.

Public Affairs:

> Assisting in internal and external communication and publicity regarding MFA's mission and activities. This includes maintaining MFA homepage, organising media events, co-ordinating the design and production of in-house publications, and monitoring news and commentaries.

Technical Cooperation:

> Liaising with training providers to ensure the smooth implementation of training courses and study visits for trainees from developing countries. This includes sourcing and selection of training providers, development of course curriculum, course administration, evaluation of training effectiveness, and allocation of training places.

SADC countries:

A survey of programmes offered by the SADC countries (Swaziland, Botswana, Zimbabwe and Namibia) indicated that the unit standards in this qualification reflect at a preliminary level the knowledge, understanding, skills and value orientations covered in such programmes although perspectives differ from country to country.

Conclusion:

The Mission Administration qualification has very close alignment with the training offered internationally, as outlined in this comparison. All the areas identified in the various international training programmes are covered by the Mission Administration qualification.

ARTICULATION OPTIONS
This qualification articulates horizontally with the following qualifications:

> ID 57897: National Diploma: Public Administration, NQF Level 6.
> ID 50224: National Certificate: Governance and Administration, NQF Level 6.

This qualification articulates vertically with the following qualifications:

> ID 57827: National Diploma: Public Administration, NQF Level 7.
> ID 50223: National Certificate: Governance and Administration, NQF Level 7.

MODERATION OPTIONS
> Accredited providers should establish or refine moderation procedures and systems in line with the requirements of the relevant ETQA.

> One or more external moderators should moderate results of assessment. External moderators should provide reports not only on the fairness and consistency of assessment, but also on the validity of the assessment design in terms of the specified outcomes.

CRITERIA FOR THE REGISTRATION OF ASSESSORS
> Anyone assessing a learner against this qualification must have an NQF level 6 qualification or equivalent in his or her main academic field(s) or expertise and applicable prior or concurrent experience as a Higher Education and Training practitioner.

> Anyone assessing a learner against this qualification must be registered as an assessor with the relevant ETQA.

NOTES
This qualification replaces qualification 48762, "Advanced Certificate: Mission Administration", Level 6, 121 credits.

Notes to Assessors:

The assessment of learners against this standard should meet the requirements of established principles, such as validity, reliability, and fairness.

It will be necessary to develop assessment activities and tools that are appropriate to the workplace. These activities and tools may include an appropriate combination of self-assessment and peer assessment; formative and summative; portfolios and observations, etc.

The specific outcomes listed in the relevant unit standards must be assessed against the criteria indicated through observation of performance, e.g. submitting a learner profile to a assessment panel. Supporting evidence should be used to prove competence of specific outcomes only when they are not clearly seen in the actual performance.

Evidence of the specified critical cross-field outcomes should be found both in performance (e.g. working in a project team) and in the essential embedded knowledge (collecting, organising and evaluating information).

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	259997	Analyse South Africa's key foreign and domestic policies	Level 6	8
Fundamental	260002	Promote effective team work at a mission and in diplomatic practice	Level 6	5
Core	252037	Build teams to achieve goals and objectives	Level 5	6
Core	260000	Demonstrate knowledge of diplomatic protocols and etiquette	Level 5	3
Core	259982	Demonstrate understanding of the historical, political, social and economic realities of South Africa	Level 5	4
Core	15217	Develop an organisational training and development plan	Level 5	6
Core	252032	Develop, implement and evaluate an operational plan	Level 5	8
Core	11907	Draft an employment contract	Level 5	3
Core	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	Level 5	4
Core	114226	Interpret and manage conflicts within the workplace	Level 5	8
Core	15235	Prepare and conduct staff selection interviews	Level 5	3
Core	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	Level 5	4
Core	115790	Write and present for a wide range of purposes, audiences and contexts	Level 5	5
Core	10985	Conduct a disciplinary hearing	Level 6	5
Core	259998	Demonstrate knowledge of consular services	Level 6	20
Core	259984	Manage assets, facilities and the supply chain at a mission	Level 6	10
Core	259983	Manage finances of the mission	Level 6	20
Core	259980	Manage safety and security of mission facilities, assets and personnel	Level 6	5
Core	259977	Manage the administration of a mission	Level 6	5
Core	259979	Manage the communication systems at a mission	Level 6	8
Core	259978	Manage the human resources of a mission	Level 6	10
Elective	242726	Facilitate meetings/workshops effectively to achieve organisational outcomes	Level 5	4
Elective	11911	Manage individual careers	Level 5	5
Elective	243818	Negotiate agreements in simple to moderately complex situations	Level 5	4
Elective	10148	Supervise a project team of a business project to deliver project objectives	Level 5	14

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Manage the administration of a mission

SAQA US ID	*UNIT STANDARD TITLE*			
259977	Manage the administration of a mission			
ORIGINATOR		*PROVIDER*		
SGB Diplomacy, Protocol and Foreign Affairs Assist				
FIELD		*SUBFIELD*		
8 - Law, Military Science and Security		Sovereignty of the State		
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*		*CREDITS*
Undefined	Regular	Level 6		5

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114849	Manage the administration of a mission office	Level 6	12	Will occur as soon as 259977 is registered
114850	Provide administrative support for South African promotions abroad	Level 6	5	Will occur as soon as 259977 is registered

SPECIFIC OUTCOME 1
Manage the service standards of the mission.

SPECIFIC OUTCOME 2
Manage mission documentation.

SPECIFIC OUTCOME 3
Manage the receiving and dispatching of diplomatic bags in terms of the Vienna Convention on Diplomatic and Consular Relations.

SPECIFIC OUTCOME 4
Provide administrative support for South African events abroad.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Manage the human resources of a mission

SAQA US ID	*UNIT STANDARD TITLE*		
259978	Manage the human resources of a mission		
ORIGINATOR		*PROVIDER*	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		*SUBFIELD*	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 6	10

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114872	Manage the human resources of a mission	Level 6	5	Will occur as soon as 259978 is registered

SPECIFIC OUTCOME 1
Demonstrate knowledge of labour relations policies within a mission context.

SPECIFIC OUTCOME 2
Administer service conditions in the mission.

SPECIFIC OUTCOME 3
Maintain discipline and effective work relations.

SPECIFIC OUTCOME 4
Identify and manage staff developmental needs and opportunities.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage the communication systems at a mission

SAQA US ID	*UNIT STANDARD TITLE*		
259979	Manage the communication systems at a mission		
ORIGINATOR		*PROVIDER*	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		*SUBFIELD*	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 6	8

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114845	Manage the mission's communication systems	Level 6	12	Will occur as soon as 259979 is registered
114848	Manage the security of the communication systems in a mission	Level 5	5	Will occur as soon as 259979 is registered

SPECIFIC OUTCOME 1
Manage and control the use, maintenance and business continuity of the mission's information communication technology systems.

SPECIFIC OUTCOME 2
Manage the effective functioning of the Information and Communications Technology (ICT) systems.

SPECIFIC OUTCOME 3
Manage the security of the communication systems in a mission.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage safety and security of mission facilities, assets and personnel

SAQA US ID	*UNIT STANDARD TITLE*		
259980	Manage safety and security of mission facilities, assets and personnel		
ORIGINATOR		*PROVIDER*	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		*SUBFIELD*	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 6	5

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114857	Manage health, safety and security in a mission	Level 6	3	Will occur as soon as 259980 is registered

SPECIFIC OUTCOME 1
Manage the physical security of assets and facilities.

SPECIFIC OUTCOME 2
Manage the physical security of personnel.

SPECIFIC OUTCOME 3
Manage health and safety at a mission.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate understanding of the historical, political, social and economic realities of South Africa

SAQA US ID	UNIT STANDARD TITLE		
259982	Demonstrate understanding of the historical, political, social and economic realities of South Africa		
ORIGINATOR		PROVIDER	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	4

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114846	Demonstrate an understanding of the historical, political, social and economic realities of South Africa	Level 5	10	Will occur as soon as 259982 is registered
114862	Explain South Africa's role in Africa and SADC countries	Level 5	3	Will occur as soon as 259982 is registered

SPECIFIC OUTCOME 1
Demonstrate an understanding of the structure of the South African Government.

SPECIFIC OUTCOME 2
Explain the history of the achievement of democracy in South Africa.

SPECIFIC OUTCOME 3
Describe the government policy on social and economic issues.

SPECIFIC OUTCOME 4
Explain the cultural diversity of South Africa.

SPECIFIC OUTCOME 5
Explain South Africa's role in SADC countries and Africa.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage finances of the mission

SAQA US ID	UNIT STANDARD TITLE		
259983	Manage finances of the mission		
ORIGINATOR		PROVIDER	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	20

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114870	Manage finances of the mission	Level 6	8	Will occur as soon as 259983 is registered

SPECIFIC OUTCOME 1
Explain PFMA financial principles for running a mission.

SPECIFIC OUTCOME 2
Manage the establishment of accounting systems and internal control mechanisms.

SPECIFIC OUTCOME 3
Analyse the income and expenditure statement.

SPECIFIC OUTCOME 4
Manage mission revenue and budget.

SPECIFIC OUTCOME 5
Make financial decisions in a mission context.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage assets, facilities and the supply chain at a mission

SAQA US ID	UNIT STANDARD TITLE		
259984	Manage assets, facilities and the supply chain at a mission		
ORIGINATOR		PROVIDER	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		SUBFIELD	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	10

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Manage state owned properties, rented properties and movable assets.

SPECIFIC OUTCOME 2
Administer control over lease agreements.

SPECIFIC OUTCOME 3
Manage the supply chain at missions.

SPECIFIC OUTCOME 4
Manage housing of personnel.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Analyse South Africa's key foreign and domestic policies

SAQA US ID	*UNIT STANDARD TITLE*		
259997	Analyse South Africa's key foreign and domestic policies		
ORIGINATOR		*PROVIDER*	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		*SUBFIELD*	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 6	8

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114852	Explain xenophobia and racism in a diplomatic context	Level 6	4	Will occur as soon as 259997 is registered
114855	Evaluate South Africa's economic policies	Level 6	5	Will occur as soon as 259997 is registered
114864	Explain South Africa's key domestic policies	Level 6	5	Will occur as soon as 259997 is registered
114866	Interpret South Africa's Foreign Policy	Level 6	8	Will occur as soon as 259997 is registered

SPECIFIC OUTCOME 1
Analyse the historical significance of the achievement of democracy in South Africa.

SPECIFIC OUTCOME 2
Analyse the government policy on key domestic issues.

SPECIFIC OUTCOME 3
Analyse the impact of government policy on domestic issues.

SPECIFIC OUTCOME 4
Analyse the phenomena of xenophobia and racism.

SPECIFIC OUTCOME 5
Analyse South Africa's economic policies.

SPECIFIC OUTCOME 6
Analyse South Africa's foreign policy.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Fundamental	64330	National Certificate: Mission Administration	Level 6

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate knowledge of diplomatic protocols and etiquette

SAQA US ID	*UNIT STANDARD TITLE*		
260000	Demonstrate knowledge of diplomatic protocols and etiquette		
ORIGINATOR		*PROVIDER*	
SGB Diplomacy, Protocol and Foreign Affairs Assist			
FIELD		*SUBFIELD*	
8 - Law, Military Science and Security		Sovereignty of the State	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 5	3

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
114871	Know and apply diplomatic protocols and etiquette	Level 5	8	Will occur as soon as 260000 is registered

SPECIFIC OUTCOME 1
Demonstrate knowledge of State protocol principles.

SPECIFIC OUTCOME 2
Demonstrate knowledge of professional etiquette in mission or diplomatic contexts.

SPECIFIC OUTCOME 3
Demonstrate understanding of diplomatic immunities and privileges.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64330	National Certificate: Mission Administration	Level 6